

**Himachal Pradesh Staff Selection Commission, Hamirpur District Hamirpur-177001****Advertisement No: 33-1/2017****Dated : \_\_\_\_\_**

Applications are invited for filling up 119 posts of clerk under 20% quota of limited direct recruitment from eligible regular Class-IV employees of government departments of Himachal Pradesh (excluding HP Vidhan Sabha, Judicial Services, Boards, Corporations and Autonomous Bodies) **on the application format appended as Annexure "A"**. The applications on prescribed format alongwith fee should reach the **Secretary, Himachal Pradesh Staff Selection Commission , Hamirpur (Himachal Pradesh) PIN-177001 on or before 15-03-2017 and for the candidates serving in Lahaul & Spiti District, Kinnaur District, Pangi & Bharmour Sub-Divisions of Chamba District and Dodra Kwar Sub- Division of Shimla District of HP on or before 30.03.2017**. The application forms received after these dates will be rejected and the Commission will not be responsible for any delay in receipt of application forms.

**The department wise detail is as under:-**

Sr.No.	Name of Deptt.	Total Posts (Allocated)	Gen	SC	ST	OBC
1	Language & Culture	01	01	-	-	-
2	Local Audit	01	01	-	-	-
3	Municipal Corporation Shimla	15	12	02	01	-
4	Industries	10	09	-	01	-
5	Fisheries	01	01	-	-	-
6	IPH	36	19	08	02	07
7	Agriculture	09	09	0	0	-
8	I & PR	02	02	0	0	-
9	DC Shimla	08	04	01	01	02
10	Food Civil Supplies & Consumer Affairs	09	02	06	01	-
11	Deputy Commissioner Chamba	19	16	3	-	-
12	Economic and Statistics	01	01	-	-	-
13	HP State Pollution Control Board	04	04	Note:- Only the eligible class-IV employees of HP State Pollution Control Board are eligible for these 04 posts, and they will not be entitled for option of other departments i.e. after their selection they can only be posted in their own Board/Corporation		
14	HIMUDA	03	03	Note:- Only the eligible class-IV employees of HIMUDA are eligible for these 03 posts, and they will not be entitled for option of other departments i.e. after their selection they can only be posted in their own Board/Corporation		

**NOTE:- THE NUMBER OF POST(S) IS TENTATIVE AND MAY INCREASE OR DECREASE DURING THE PROCESS OF RECRUITMENT UNDER THIS ADVERTISEMENT.**

### **1. Eligibility Criteria**

20% by limited direct recruitment from amongst the 'regular' Class –IV officials possessing the 10+2 qualification through competitive examination to be conducted by the HP Subordinate Services Selection Board, ( Now HPSSC) Hamirpur, having five (05) years regular service OR regular combined with continuous service rendered on daily wages or on contract basis failing which by direct recruitment on a regular basis or by recruitment on contract basis, as the case may be . The eligible Class-IV officials will have also to qualify the typing skill test with the minimum speed of 25 words per minute in English Typewriting OR 20 words per minute in Hindi Typewriting on Computer to be conducted by the HP Staff Selection Commission.

### **APPLICATION FEE:-**

Rs. 360/- for General Category candidates & Rs. 120/- for reserved categories such as SC,ST & OBC.

The fee should be paid either through a Crossed Bank Draft or Crossed Indian Postal Order drawn in favour of the **Secretary, H.P. Staff Selection Commission Hamirpur. The Demand draft should be payable at any Bank branch located at Hamirpur.** Payment of fee in cash or by any other mode is not acceptable.

### **2. Mode of Selection**

1. Objective type (Multiple choice questions) screening test consisting General English of 10+2 standard, Hindi of Matric standard, General knowledge including G.K. of Himachal Pradesh, Current affairs, Everyday Science, General awareness and logic.  
= 200 Marks
  2. Typing skill test on computer with minimum speed of 25 words per minute in English or 20 words per minute in Hindi.  
=20 Marks
- (a) **The name of the candidates will be recommended for appointment to different departments on the basis of Merit – cum- Option exercised by them at the time of computer efficiency/typing skill test**
- (b) **The name of the candidates in HIMUDA & HP State Pollution Control Board will be recommended for appointment on the basis of Merit drawn from the qualified officials of HIMUDA & HP State Pollution Control Board .**

### **3. Documents to be sent with the Application Form**

1. **One envelope after affixing postal stamps of Rs. 6/- or of prevalent rate.**
2. **One passport size recent photograph of the candidate pasted on prescribed box in the application form.**
3. **Acknowledgement Card after affixing postal stamps of Rs. 6/- or of prevalent rate after writing self address thereon.**

#### **4. General Instructions:**

**The candidates are advised to read carefully the following instructions before filling in the application format :-**

1. Recent passport size photograph of the candidate affixed in relevant column of the application format.
2. Scheduled Caste, Scheduled Tribe, and Other Backward Classes certificates should be on parental basis.
3. The candidates belonging to OBC of HP Category must produce OBC certificate(s) on the prescribed format, which should not be more than one year old at the time of last date fixed for submission of application form. The validity of the certificate is required to be seen at the time of typing skill test.
4. The candidate must fulfil the requirement of passing the academic qualification on or before the submission of application form.
5. The applications received without photograph, undertaking/certificate of Head of office & examination fee etc. and incomplete in any respect including unsigned one shall not be entertained and rejected straightway.
6. The application format is appended as Annexure-‘A’ with this advertisement and candidates are advised to apply on this format only on A-4 size paper. Candidates can download this format from the Commission website <http://www.himachal.nic.in/hpsssb>.
8. Applications received in any other format except the Annexure-‘A’ will be rejected straightway.
9. No interim correspondence will be made and entertained by the Commission with the candidates at any stage till the examination process is over.
10. Candidates should also attach one self addressed envelope of 9”X4” (inch) size along with 6/- (Six) postage stamp pasted on it with the application form.
11. **Class-IV employees of HP Vidhan Shaba, Judicial Services, Boards, Corporations and Autonomous Bodies are not eligible (Except the employees of HIMUDA & HP State Pollution Control Board and they will not be entitled for option of any Govt. department if they are selected).**
12. **The option of the employees of rest of the departments shall not be considered for HIMUDA & HP State Pollution Control Board.**
13. The original certificates/testimonials will be seen at the time of typing skill test.
14. No change in category shall be allowed after last date of receipt of application forms i.e. SC, ST OBC etc. vice- versa.
15. Married daughter/grand daughters are not covered under Ward of Freedom Fighters and Ward of Ex-serviceman category.

For further details candidates may contact the facilitation desk of Board on telephone No. 01972-221841.

This Advertisement is also available on the webpage <http://www.himachal.nic.in/hpsssb>.

Sd/-  
(Dr. Jitender Kanwar)  
Secretary,  
H.P. Staff Selection Commission,  
Hamirpur.

**HIMACHAL PRADESH STAFF SELECTION COMMISSION HAMIRPUR (HP)-177001**  
APPLICATION FORM FOR LIMITED DIRECT RECRUITMENT FROM ELIGIBLE REGULAR CLASS- IV  
EMPLOYEES FOR PROMOTION TO THE POST OF CLERK

1. Candidate's Name(in Capital Letters) : \_\_\_\_\_  
as per Matric Certificate.
2. Father's Name(in Capital Letters) : \_\_\_\_\_
3. Permanent Home Address : \_\_\_\_\_  
of the candidate (in Capital Letters) \_\_\_\_\_
4. Correspondence Address of the candidate : \_\_\_\_\_  
(in Capital Letters) \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Mobile No. : \_\_\_\_\_
7. i) Candidate's present Department. : \_\_\_\_\_
- ii) Present post/designation of the  
Candidate in department/Post held. : \_\_\_\_\_
- iii) Date from which served on daily/ contract basis  
in Govt. Department. : from \_\_\_\_\_ to \_\_\_\_\_
- iv) Date from which serving on regular basis : \_\_\_\_\_

Paste here recent  
photograph attested  
by Head of Office.

8. Category of candidate(write appropriate  
Category in the column)(Gen/SC/ST/OBC) \_\_\_\_\_

9. Educational Qualification:

Sr.No.	Name of Examination Passed	Name of Board/University	Name of the Institute	Year of Passing	Subjects Studied	Percentage of marks obtained
1	Matric					
2.	10+2					
3.	Any other qualification					

10.Examination Fee :

- i) Amount \_\_\_\_\_
- ii) Bank Draft No. & Date \_\_\_\_\_
- iii) IPO NO. & Date \_\_\_\_\_

UNDERTAKING/CERTIFICATE

It is certified that Sh. / Smt. \_\_\_\_\_ S/o,D/o,W/o

Sh. \_\_\_\_\_ R/o Vill. \_\_\_\_\_

P.O. \_\_\_\_\_ Tehsil \_\_\_\_\_

Distt. \_\_\_\_\_ HP presently working as Class-IV employee on regular basis to the  
post of \_\_\_\_\_(mention the name of post) in the department of

\_\_\_\_\_ and as per his/her service record his/her date of regularization is

\_\_\_\_\_.

It is also certified that the above said official has completed five years regular service OR regular combined with continuous service rendered on daily wages or on contract basis in Govt, department on or before the day of submission of application forms .

Dated:

Signature of the Head of Office  
along with office seal

Name :

Designation:

Note:- i) The service rendered by the official/incumbents who were initially working on daily wage basis in Board and Corporation and subsequently appointed in Govt departments as class-IV, their services as daily wage in Board and Corporation cannot be taken for eligibility criteria of 5 years prescribed in the Rules/ instructions because of the reason that they are treated as fresh entrant in the Govt. Department as per letter No. Per(AP)-C-A(3)2/80 dated 28.1.2011 issued by the department of personnel, Govt. of HP Shimla.

ii) The eligibility criteria of the employees working in HIMUDA and HP State Pollution Control Board taken into account for computing 5 years as mentioned in existing R & P Rules of the concerned department.

**Declaration**

I, the above named candidate solemnly affirm and declare that all the details given by me in the application format are true and correct and nothing has been concealed therein. If any discrepancy found in my application format or false at any stage then I shall be liable for all consequential actions including cancellation of candidature.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the Candidate.